

ADMINISTRATIVE AGENCY CORE COMPETENCIES

Categories:

A – Core competency must be met before an agency can be designated as an Administrative Agency

B – Core competency must be met by the start date of the TDH contract with the designated Administrative Agency

C – Core competency must be met within a time frame specified by TDH

Financial Responsibility

FINANCIAL RESPONSIBILITY – CATEGORY A	COMMENTS
1. Administrative Agency financial management system must meet standards defined in the Uniform Grants Management Standards (UGMS). The agency and system must: <ul style="list-style-type: none">a) permit the tracing of funds and transactions from subsidiary records/journals to postings in the general ledger,b) permit the preparation of standard financial reports (balance sheet, income statement, etc.) and financial reports required under the grant award,c) demonstrate that accounting records adequately identify the source and application of funds; are supported by appropriate source documentation; are maintained in a timely manner; are in good order and available for inspection,d) demonstrate the ability to reconcile quarterly Financial Status Reports (Form 269a) to the general ledger,e) follow generally accepted accounting principles, andf) have internal controls in place that effectively safeguard all agency (including grant and subgrantee) cash, real and personal property and other assets.	
2. Must ensure subcontractors financial management system meets standards defined in the UGMS	
3. Must provide centralized financial/programmatic reporting/record keeping.	

<p>4. Must demonstrate fiscal solvency.</p> <ul style="list-style-type: none"> a) Must have sufficient cash reserves, demonstrating ability to meet cash flow demands for all agency operations (demonstrated by projected cash flow statement). b) Balance sheet must not reflect a deficit fund balance. c) Agency ratio of current assets to current liabilities must be greater than 1. d) Agency must demonstrate ability (business plan) to liquidate any long term debt/liabilities. e) Agency must disclose any contingent liabilities (e.g., lawsuits). f) Must have an established banking relationship and be in good standing. 	
5. Must demonstrate compliance with IRS reporting and payroll tax requirements.	
6. Must demonstrate compliance with unemployment insurance and workers' compensation requirements.	
7. Must have financial policies and procedures that effectively address all elements of financial management.	
<p>8. The Board of Directors or oversight authority must demonstrate an active involvement in financial management oversight to include:</p> <ul style="list-style-type: none"> • review and approval of the agency's annual budget • review of financial statements and budget variances • review of TDH financial compliance report and related agency response • independent audits and related agency response • review of source and application of funds by funding source. <p>The Board must meet, at minimum, on a quarterly basis.</p>	
9. Must demonstrate a history of successfully managing multiple government grants/contracts (letter of good standing, certification, independent audit report).	
FINANCIAL RESPONSIBILITY – CATEGORY B	

1. Must have policy(ies), procedures, and a monitoring tool in place that adequately address financial compliance monitoring of subcontractors.	
2. Must have adequate number of experienced financial staff (with accounting expertise) responsible for the financial management of agency's operations and financial compliance monitoring of subcontractors.	
3. Must have documented procedures in place for the review and processing of reimbursement requests from subcontractors. The review should ensure that all costs meet applicable OMB cost principles, UGMS, TDH program regulations, and the terms of the contract in determining cost reasonableness, allowability and allocability. The agency must demonstrate timely payment of obligations to subcontractors.	

Administrative/Managerial Responsibility

ADMINISTRATIVE/MANAGERIAL RESPONSIBILITY – CATEGORY A	COMMENTS
1. Must have a clearly stated mission, measurable administrative objectives and the ability to evaluate them.	The RFP should include a requirement for measurable administrative/managerial objectives.
2. Must be able to provide administrative services to the entire assigned geographic area.	This capacity should be in place in order to apply.
3. Nonprofit agencies must be governed by a Board of Directors that has in place bylaws, regular meetings, minutes, policies, procedures, orientation and training.	In the past few years, TDH has put greater emphasis on a functional board. The large responsibility of administrative agencies requires a responsible, active board from the beginning.
4. Must have in place personnel policies.	Applicants should assure that they have personnel policies. If TDH determines that specific additional personnel policies need to be developed, TDH could establish time lines for completion.
5. Must agree to provide COMPIS data that meets TDH requirements. Must agree to provide staff in compliance with TDH HIV/STD Policy No. 241.002, <i>C.O.M.P.I.S. Data Managers Performance Standards</i> .	Applicants should assure that they will comply with COMPIS data requirements and data manager performance standards.
6. Must agree to comply with TDH HIV/STD administrative performance standards.	Applicants should assure that they will comply with administrative performance standards.
7. Must not have officers of the agency who have been criminally convicted of fiduciary crimes.	This should be included in the Administrative Information form in the RFP.

8. Must be willing to comply with TDH program rules and disease reporting rules.	This should be included as an assurance in the RFP.
9. Must demonstrate that agency policies and operational systems are client focused. Must demonstrate community leadership and activities that resulted in client-focused outcomes.	Applicants should be able to demonstrate their leadership capacity in their application, even if their leadership is in an area other than HIV.
10. Must have an administrative policy/procedures manual or operational manual addressing major administrative systems and functions.	

ADMINISTRATIVE/MANAGERIAL RESPONSIBILITY – CATEGORY B	COMMENTS
1. Must have policies and procedures to reduce liability risk. Must have sufficient liability insurance and fidelity bond coverage.	Policies and procedures, as well as sufficient liability and bond coverage, should be in place at the contract start date.

ADMINISTRATIVE/MANAGERIAL RESPONSIBILITY – CATEGORY C	COMMENTS
1. Must have the capacity and adequate staffing to support and provide technical assistance for required planning body activities (notices, agendas, and minutes for planning body and committee meetings; banker for member travel and expenses; needs assessment, priority setting, plan development, RFP process; etc.).	Staffing for these functions could occur in a reasonable time frame based on the needs of the planning body.
2. Must have the ability to collect, manage, and analyze program and administrative data as needed for evaluation, planning, and reporting purposes. Must have the ability to establish data collection and reporting systems for subcontractors and to provide necessary technical assistance.	TDH should establish time lines for the administrative agency to have data and evaluation systems in place for itself and its subcontractors.
3. Must have the ability to monitor the quality of administrative systems of subcontractors.	The administrative agency may need to staff up for this function after the contract start date. TDH could establish time lines to ensure that monitoring of subcontractors occurs in a timely manner.
4. Must have the capacity to provide technical assistance to subcontractors on administrative issues including, but not limited to: <ul style="list-style-type: none"> • budget development and management • data management and reporting requirements • other reporting requirements • contractual requirements 	The administrative agency may need to staff up for this function after the contract start date. TDH could establish time lines to ensure that provision of technical assistance to subcontractors occurs in a timely manner.

5. Must meet prior conditions as established by the Bureau before competing in local RFPs for direct service dollars.	This would occur at the time of a local competition for direct services funds.
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Service Provider Responsibility

SERVICE PROVIDER RESPONSIBILITY – CATEGORY A	COMMENTS
Must be in good standing programmatically with all funding sources.	
Must demonstrate the commitment to establish an atmosphere of open competition for funding which allows improvements in the service delivery system and new methods for service delivery.	
Must have the capacity to develop and deliver directly, or cause to be delivered through subcontractors, comprehensive outpatient health and support services to meet the prioritized needs of people with HIV disease and their families in the service delivery area.	

SERVICE PROVIDER RESPONSIBILITY – CATEGORY B	COMMENTS
Must employ/contract with (or have the capacity to employ/contract with) qualified staff to conduct monitoring of subcontractors providing clinical, clinical case management and psychosocial case management to evaluate and ensure the quality of service delivery. Alternatively, agency must negotiate with HIV/STD Clinical Resources Division of the Bureau to assume responsibility for these monitoring functions.	
Must employ/contract with (or have the capacity to employ/contract with) qualified staff to conduct program monitoring of subcontractors providing support services to evaluate and ensure the quality of service delivery.	
Must have (or will develop) a mechanism to ensure subcontractors are qualified to provide services (i.e. appropriately licensed/educated/trained staff, protocols/policies/procedures for service delivery, physician standing delegation orders for clinical services where necessary, etc.).	
Must have written policy and procedure in place which ensure fair and equitable performance monitoring reviews of subcontractors.	

SERVICE PROVIDER RESPONSIBILITY – CATEGORY B	COMMENTS
Must have (or have the capacity to develop) a clearly defined system including policy and procedures for subcontractor selection.	
Must have (or develop) policy and procedure to resolve any perceived or existing conflicts of interest between the administrative agency and subcontractors.	

SERVICE PROVIDER RESPONSIBILITY – CATEGORY C	COMMENTS
Must have (or will develop) Memoranda of Agreement (MOAs) with other service providers (tuberculosis screening/treatment, STD, substance abuse, PCPE, HERR, etc.).	
Must have (or will develop) contract with subcontractors that delineates services to be provided and addresses the need for quality assurance mechanisms to be in place.	
Must ensure that clinical subcontractors follow nationally recognized or equivalent clinical practice guidelines when providing services.	
Must have (or will develop) monitoring tools which ensure fair and equitable performance monitoring reviews of subcontractors.	

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